Reducing Overdose through Community Approaches
Mentorship Program

Opportunity for Funding - Informational Webinar

November 8, 2022, 3:00-4:00pm EST
Welcome!

Thank you for joining this informational webinar. We will begin shortly.

Be sure to:

• Mute your computer speakers if you are joining via phone to minimize interference or echoes
• Stay muted unless you are actively speaking
• Submit any questions you may have in the Q&A box
Poll

Are you interested in applying as a...

- Mentor
- Mentee
- Unsure
About NACCHO

• Non-profit membership serving approximately 2,800 local health departments (LHDs) across the country
• Provides capacity-building resources to support LHDs
• Advocates on behalf of LHDs with federal policymakers
Background and Eligibility Requirements
Project Goal

This program is designed to:

- **Pair LHDs** that have experience in advancing their ACEs, substance use, and overdose prevention programs **in key strategy areas** with peer LHDs interested in receiving technical assistance (TA) and support to strengthen their jurisdiction’s capacity.

- Provide **bi-directional learning** to share strategies, resources, and tools that can be integrated into prevention and response efforts.

- Establish a **network of LHDs across the country** to be a resource for continuous learning and connection around substance use and overdose prevention both during and following the project period.
Mentee Eligibility

An eligible applicant:

• Is a Local Health Department (LHD)
• Has one primary point-of-contact and at least one staff member serving as the mentee
• Has or can immediately acquire an active System for Award Management (SAM.gov) number
• Can sign and execute a contract within approximately 30 days of receipt
• Can commit to the project requirements and complete all associated deliverables
Mentor Eligibility

An eligible applicant:

• Is a Local Health Department (LHD)
• Has one primary point-of-contact
• Has one staff member serving as the lead mentor, with:
  • Has experience and expertise in one or more of the key strategy areas
  • Has at least 5 years of professional experience in the areas of expertise identified
  • Is able to dedicate at least 5-6 hours/month per mentee to this program
  • Has at least 1-2 years of experience working in an LHD
  • Has at least 1-2 years of experience in a leadership or mentorship role
• Has or can immediately acquire an active System for Award Management (SAM.gov) number
• Can sign and execute a contract within approximately 30 days of receipt
• Can commit to the project requirements and complete all associated deliverables
Award Overview

• Cooperative agreement between NACCHO and the Centers for Disease Control and Prevention (CDC)

• Up to twenty-five (25) awards available each for mentees and mentors
  • Mentees: Up to $150,000
  • Mentors: Up to $70,000 to support one mentee; up to $125,000 to support two mentees

• 12-month project period beginning February 1
  • First contract period: February 1, 2023 – July 31, 2023
  • Second contract period (following approval of an extension): August 1, 2023 – January 31, 2024
Contract Terms

• Selected applicants will be required to identify and designate an agency to enter a contract with NACCHO, to serve as a fiscal agent for the project and to submit the deliverables specified in the contract.

• Agreement with NACCHO’s standard contract terms and conditions is required. Please notify us as soon as possible with any issues with the standard contract.

• Contract will be deliverable based – See the anticipated schedule of deliverables in Appendix B of the RFP.
## Project Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time (All Times EST)</th>
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<tbody>
<tr>
<td>Launch RFA</td>
<td>October 25, 2022</td>
</tr>
<tr>
<td>Application Submission Deadline</td>
<td>December 5, 2022 11:59 PM ET</td>
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<tr>
<td>Award Notification Date</td>
<td>On or around December 19, 2022</td>
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<td>Initial Contract Start Date</td>
<td>February 1, 2023</td>
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<tr>
<td>End of Initial Period of Performance</td>
<td>July 31, 2023</td>
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<tr>
<td>End of Project (upon CDC approval of no cost extension)</td>
<td>January 31, 2024</td>
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Program Overview
Overdose Prevention and Response Track
Key Strategy Areas

- Linkages to Care
- Providers & Health Systems Support
- Partnerships with Public Safety & First Responders
- Harm Reduction
- Surveillance & Data Sharing

NACCHO
Intersection of ACEs & Substance Use Track

Key Strategy Areas

- **Strengthen Economic Supports to Families**
- **Promote Social Norms that Protect Against Violence & Adversity**
- **Ensure a Strong Start for Children**
- **Connect Youth to Caring Adults & Activities**
- **Intervene to Lessen Intermediate & Long-Term Harms**
- **Teach Skills**
Program Activities

Program Kick-Off Meeting
NACCHO will hold on February 6th, 2023 from 2:00-3:30pm ET. All participants must attend or send a designee.

Monthly Mentor/Mentee Meetings
Paired LHDs will hold at least 12 dedicated 1:1 meetings between the mentor and mentee teams through the project period.

Cohort-Based Learning & Technical Assistance (TA)
Mentors will participate in the Leadership Coaching Series. Mentees will participate in a Peer-to-Peer Learning Community.

Needs Assessment, Work Plan, and TA Plan
Mentors will work with mentees to understand their local context and needs, develop a work plan, and design TA to support.

Health Equity in the Response to Drug Overdose Training
Mentees will take an online training course to integrate health equity into drug overdose prevention and response strategies.
Program Activities

Mentorship Symposium
Mentees will attend and Mentors will present at an in-person conference with other NACCHO OIVP grantees.

Site Visit
Mentees will host their mentor for an in-person site visit at their agency to support relationship building and intensive TA.

Sustainability Plan
Mentors will support their mentee in developing a plan to sustain their work beyond the project period.

NACCHO Check-Ins
Paired LHDs will meet with NACCHO point-of-contact on a quarterly basis, providing progress and work plan updates.

Project Evaluation
All participants will support evaluation activities including end-of-project report, surveys, or interviews.
Why apply

As a NACCHO Mentor?

**Build coaching and facilitation skills**
Learn and develop skills to help facilitate needs assessments, work plan development, sustainability planning, and more. We'll offer tips and tricks for facilitation in a virtual environment!

**Grow team members' strengths as mentors**
While each applicant needs a "lead mentor," you can apply with a mentor team, allowing other staff to strengthen their skills through participation in the leadership coaching series and work with your mentee.

**Connect with peers across the country**
Network and foster connections with peer LHDs from across the country. Learn from their experiences and share your own! As a mentor, you'll have the opportunity to network with both LHD mentees and other mentors.

**Fund staff development**
To support completion of the program activities, LHDs can use project funds to further strengthen their capacity as mentors by supporting relevant professional development opportunities.

**Travel for symposium and site visit**
Meet peers for shared learning experiences and a chance to flex your presentation skills at the in-person symposium. Then, apply your coaching skills through hands-on technical assistance during your site visit!
Testimonials

“[Our mentor was] without a doubt a main driving force for our agency. Their ability to convey concepts from a larger scale response so that it can be applied to a smaller community like ours was crucial.”

“I think the strength of the program is connecting staff from different health departments and giving them an opportunity to learn from one another. There are so many amazing initiatives going on across the country and we would've never known about those had it not been for the mentorship program!”

“These relationships will continue to help serve us and our work, even beyond the end of the program.”

“It was a rare and fortunate opportunity to see so many health departments within the country all in one place for a similar cause. It was a good experience to connect and share challenges, new ideas, and successes.”

“I think that regardless of mentor or mentee status, we were all learning from each other. We all have experiences to share that hopefully strengthened ALL of our work. This was truly a collective learning experience.”

“While we were the mentor in this grant, we learned so much from other mentors who had many more years of experience than we do, as well as learned from the mentees.”

“Understanding the specific geographies, demographics etc. of our mentee’s counties and ways in which they look at their data, helped shed new light for us on new perspectives and things to consider when analyzing our own data.”
Application Process
Getting Started

Review the program expectations in the Request for Proposals and contract requirements to plan for and ensure you have the capacity and ability and to complete them.

Discuss the project requirements, key strategies, relevant work and/or goals for the program.

Route required contractual forms for signature. Work on obtaining letters of support, if applicable.

Create or use MyNACCHO.org account to begin the online application.
Application Components

• Applicant Overview, including key strategy selection and jurisdictional characteristics

• Mentee Applicants
  • Statement of Need
  • Our Work
  • Goals & Interest
  • Staffing Plan

• Mentor Applicants
  • Our Work
  • Capacity to Mentor
Application Components

• Budget Justification and Narrative
  • Not scored but must be approved for contract execution. No preference given for applicants submitting a budget less than the maximum award
  • Will be reviewed based on:
    • Reasonableness of costs
    • Cost allowability
    • Sufficient staffing to support project activities
    • Sufficient justification of costs
  • Will be used to develop final payment schedule of deliverables
  • NACCHO strongly encourages applicants to allocate sufficient funds to pay PRS at least a living wage
    • See MIT’s living wage calculator: https://livingwage.mit.edu/
Contractual Forms

- NACCHO Standard Contract for review
- Vendor Information
- W-9 Form
- Certification of Non-Debarment
- FFATA
- Proof of active registration with SAM.gov in accordance with an active DUNS number
Additional Documentation

• Mentors
  • Must submit
    • One letter of support from the Health Director or Administrator
    • Resume or CV of each staff member serving on the mentor team
  • May submit
    • One reference letter for the lead mentor

• Mentees
  • Must submit
    • One letter of support from the Health Director or Administrator
Unallowable Costs

- Clinical care and direct services
- Furniture
- Incentives such as gift cards greater than $25
- Reimbursement of pre-award costs
- Equipment purchases greater than $5,000.
- Legislative activities
- Materials falling under federal paraphernalia guidelines (syringes, pipes)
- Purchase of naloxone
Application Portal

- OpenWater platform
- Create or use MyNACCHO.org account
- Add information and upload all documents directly on site
- Applicants will receive a confirmation of receipt
Supplementary Resources

- **Frequently Asked Questions** document to be distributed after the webinar

- **Mentee Application Writing Tips**
Q & A
Poll

How likely are you to apply?

- Very Likely
- Likely
- Neutral
- Unlikely
- Very Unlikely
Closing

- These slides and a recording of this call will be posted here: [https://www.naccho.org/programs/community-health/injury-and-violence/#ROCA](https://www.naccho.org/programs/community-health/injury-and-violence/#ROCA)

- An FAQ document will be uploaded to the same location by CoB on 11/10

- You may e-mail additional questions to [IVP@NACCHO.org](mailto:IVP@NACCHO.org)
This webinar has now ended.
You may disconnect.

Thank you!